



Administrative Streamlined Application Process (ASAP; 2 Lot Subdivision)

APPLICATION FEE: \$600



Department of Development Support & Environmental Management
435 North Macomb St., 2nd FL
Tallahassee, Florida 32301
Phone: (850) 606-1300
www.leonpermits.org

Date: _____

Tax Parcel I.D. Number: _____
(If not known, contact the Leon County Property Appraiser's Office at 488-6102)

Parcel Size (In Acres): _____

Parcel Street Address (If Any): _____

Zoning District: _____

Proposed Number of Lots: _____

Applicant Information:

Name (Please Print): _____

Mailing Address: _____

Telephone Number: _____ Fax: _____

Email Address: _____

Agent Information:

(Note: All property owners must submit a completed Affidavit of Ownership form that specifies an agent, if applicable).

Name (Please Print): _____

Mailing Address: _____

Telephone Number: _____ Fax: _____

Email Address: _____

This Property is (or will be) served by (Check All That Apply):

Sewage Disposal: Septic Tank Talquin Sanitary Sewer City of Tallahassee (COT) Sanitary Sewer

Water System: Private Water Well Talquin Water City of Tallahassee Water

(For information on the availability of sanitary sewer and/or potable water, please contact the COT Utilities at 891-6155 or Talquin Electric at 878-4414).

Driveway Access: Existing Proposed Name of Roadway: _____

The undersigned agent acknowledges that once the application has been determined approved by the Development Services Division, an ASAP Affidavit must be signed and notarized by all property owners and recorded in the official records of the Clerk of Circuit Court along with the proposed lot layout and legal descriptions. The property owners are responsible for deed transfers.

Agent Signature

Date

Print Name

ELIGIBILITY

In order to qualify for the creation of a two lot subdivision, the following shall be met:

1. The applicant shall have obtained a Permitted Use Verification (PUV), which has been determined “eligible” or “conditional.”
Permitted Use Verification No. VC-_____
2. The applicant shall have obtained an approved Natural Features Inventory (NFI) or No-Impact NFI.
Natural Features Inventory No. LEA-_____
3. Once the applicant has obtained an approved NFI, an Environmental Management Permit (EMP) shall be submitted for review together with the ASAP submittal. Please note the application for ASAP review cannot be approved until such time the EMP has been issued. If common/shared infrastructure is required (example stormwater management facility, road, etc.), then such infrastructure to support the subdivision shall be completed/built and verified (via As-Built & Operating Permit) prior to approval of the ASAP.
4. The application shall furnish sufficient information to clearly demonstrate legal access, utility service connections, existing and proposed easements, compliance with zoning district standards and adequate protection of environmental resources. Applications that have been submitted that do not meet these minimum requirements cannot be approved and are not eligible for refunds.

CHECKLIST

One original copy set of plans is required. The following information must be submitted to the Development Services Division on legal size paper (8 ½" x 14"), which is required for recording purposes:

1. Scaled (written and graphic) survey drawings and legal descriptions signed and sealed by a professional land surveyor licensed to practice in the State of Florida. Existing and proposed conditions shall be depicted on separate sheets.
 - a. Existing Conditions Survey – Existing conditions survey drawings shall depict all existing conditions, including all preservation areas (as noted in approved NFI), all easements (including Official Record Book and Page #s), structures, driveways, septic tanks, drain fields, wells, utilities, drainage structures, fences, and the location of any other improvements on the site; lot numbers or lot and block numbers when located within an existing subdivision.
 - b. Proposed Conditions Survey – Shall include all of the existing conditions, as well as the following: proposed easement locations and widths, lot lines, legal descriptions of the proposed lots and easements, setbacks for structures, wells, septic tanks and drain fields. Proposed easements for legal access shall be, at minimum, 40 feet wide and provide access to a County maintained road. Proposed lot lines shall be configured to avoid encroachment of structures into required setbacks or across lot lines. Lot numbers or lot and block numbers shall be included when located within an existing subdivision. Where stormwater management facilities are required, the proposed conditions survey shall reference the Environmental Management Permit number. Natural features or conservation areas, as determined by the NFI (wetlands, flood plain, waterbodies, protected wildlife or vegetation, etc) shall be delineated on the proposed conditions survey.
 - c. For all survey documents, please note the 100-year floodplain location, or a document stating the subject property is located in Flood Zone X. If the subject property is located in a flood zone, show the line(s) on the survey and place a statement on the drawing indicating which flood zones are present on the property.
2. Application for Concurrency Review – An application for concurrency determination must be filed with this application. Additional application fees for concurrency review apply. Concurrency fees will not be assessed for proposed parcels that contain an existing dwelling. For roadway segments or schools identified as “overcapacity” within the Leon County Concurrency Management System, mitigation may be required. Creation of additional parcels could be limited by the availability of sufficient capacity along the affected roadway or within the applicable school districts. Prior to filing this application, please contact the Development Services Concurrency Management Planner at (850) 606-1300 to discuss this project and determine its feasibility, along with any mitigation that may be required. Please note that a School Impact Analysis (SIA) form shall also be filed with the Leon County School Board.
3. Legal Access - Legal access to a publicly dedicated road is required as a condition of approval. In some instances, an easement for access or utilities may be required. Please note that flag lots cannot be approved as part of a proposed subdivision in Leon County.
4. Application Fees - Payment of the applicable fees is due at the time the application is submitted.
5. Property Taxes – Please be advised that, according to Florida Statute 197.192, all property taxes shall be paid prior to the final approval and recording by the Clerk of the Courts in the Public Records of Leon County any subdivision of land, or declaration of condominium of land. Therefore, tax receipts or other documentation from the Leon County Tax Collector’s Office must be provided with this submittal to demonstrate compliance with Florida Statute 197.192. Should you have any questions regarding compliance with this Statute, please contact the Leon County Tax Collector’s Office at (850) 488-4735.
6. Recorded Affidavit – Upon approval of the application,

Approved as to form:
Leon County Attorney's Office
301 South Monroe St., Suite 217
Tallahassee, FL 32303



Applicant's Affidavit of Ownership & Designation of Agent

Leon County
Board of County Commissioners
Department of Development Support &
Environmental Management
435 North Macomb St.
Tallahassee, FL 32301
Phone#: (850) 606-1300
Fax#: (850) 606-1301

Date: _____

I. OWNER INFORMATION

OWNER'S (S') NAME :

OWNER'S (S') ADDRESS:

CITY: _____ COUNTY: _____ STATE: _____ ZIP CODE: _____

PARCEL I.D.# (For each additional parcel, a separate affidavit form is required):

II. DESIGNATION OF APPLICANT'S (S') AGENT

As the owner(s) of the above-designated property and the applicant(s) for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address and concerning approval(s) and permit(s) required by Leon County. In authorizing the agent named below to represent me or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

Applicant's Agent: _____

Address: _____

Contact Phone: _____ Email Address: _____

If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.).

III. NOTICE TO OWNER(S)

Application is hereby made to obtain approval(s) and permit(s) to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction. I understand that a separate permit must be secured for electrical work, plumbing, signs, wells, pools, furnaces, boilers, heaters, tanks, air conditioners, etc. I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

All changes in ownership and applicant's agent prior to issuance shall require a new affidavit. If ownership changes, the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

Deed Restrictions and Covenants

Prior to pursuing a permit application, applicants should review any Deed Restrictions and/or Covenants which may apply to a particular site. Applicants should be aware that Deed Restrictions or Covenants are private civil issues and therefore are not enforced or reviewed by the County.

Based on this information, I hereby acknowledge that I have been advised that I should seek out and obtain information on my own to identify if there are any Deed Restrictions and/or Covenants on the use of the site associated with this permit application.

_____ Owner's Initials

Public Record Information

Chapter 119, Florida Statutes, Section 119.071(4)(d) Subparagraphs a.-r. exempt the public release of select information pertaining to the name, address, and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children.

Do you or your spouse fall into one of these protected categories? Yes ___ No ___

If yes, do you want the exempt information that is included on this application withheld from the public, or from any official public record request? Yes ___ No ___

The authenticity of the request to withhold this specific information from the public as specified in Chapter 119, Florida Statutes is subject to verification by this Department.

_____ Owner's (s') Initials

Access to Property

By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required.

_____ Owner's (s') Initials

Modifications

Any changes to the limits of clearing, structure location/orientation, elevations, or drainage patterns shown on the approved plans may require additional review and new approval by Leon County.

_____ Owner's (s) Initials

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

I (we), _____, certify that I (we) am (are) the owner(s), as defined by Sections 10-1.101 or 10-4.201(a) of the Leon County Code of Laws, of the property described herein.

OWNER SIGNATURE (1):

OWNER SIGNATURE (2):

NOTARY PUBLIC – CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF:

COUNTY OF:

For an individual or individuals acting in his, her or their own right; or

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ___ day of _____, 20 __, by _____, who is personally known to me or who has produced _____ as identification.

(type of identification produced)

For Corporation or Governmental Entity; or

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ___ day of _____, 20 __, by _____, as _____ of _____, a _____ corporation, on behalf of the corporation.

(name of officer or agent, title of officer or agent)

(office held)

(name of corporation)

(state)

He/she is personally known to me or has produced _____ as identification.

(type of identification produced)

For Partnership

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ___ day of _____, 20 __, by _____, partner on behalf of _____ a partnership. He/she is personally known to me or has produced _____ as identification.

(name of acknowledging partner)

(name of partnership)

(type of identification produced)

Notary Seal

Signature of Notary

Print Name of Notary

Title or Rank